

EMBASSY OF THE UNITED STATES OF AMERICA
CENTRAL AFRICAN REPUBLIC



The U. S. Ambassador's Special Self-Help Program

APPLICATION PACKAGE

AN INSTRUMENT TO SUPPORT LOCAL INITIATIVES BY COMMUNITIES
FOR SELF-DEVELOPMENT.

*Embassy of the United States of America
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BP 924, Bangui, Central African Republic
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***Embassy of the United States of America
Bangui, Central African Republic***

The U. S. Ambassador's Special Self-Help Program

Dear Self-Help Applicant,

Thank you for your interest in the Ambassador's Special Self-Help Fund. The purpose of the Special Self-Help Program (SSH) is to provide small-scale assistance to Central African organizations as part of an ongoing commitment by the U.S. government to support development activities on a local level. Projects selected for SSH funding are those which:

- Improve basic economic or social conditions at the local community or village level by funding development projects that involve the construction of schools, health clinics, and water wells;
- Produce employment and marketable skills, such as village craft centers and agricultural cooperatives;
- Assist HIV/AIDS-inflicted and other vulnerable groups;
- Support high-impact, quick-implementation activities which benefit a large number of people within one year without requiring further SSH assistance; and
- Involve a significant local contribution (at least 30% of the project cost) in cash, labor, or material, and are within the ability of the local community to operate and maintain.

This program is highly competitive, therefore please read the SSH program guidelines carefully. If you think that you have a project which may fulfill the requirements of the program, complete and submit your application form to the United States Embassy Self Help Coordinator, Mr. Jean-Baptiste BOBY, by October 1st to be considered for current year funding. Applications will not be returned so please keep a copy for your own records and do not send original documents that you would like returned. Be as precise as possible when explaining your request for assistance and make sure to provide all of the required information. Priority will be given to projects which demonstrate substantial community financing. We look forward to hearing from you.

Sincerely,

Frederick B. Cook
Ambassador
Embassy of the United States
Bangui, Central African Republic



SELF-HELP GUIDELINES

Self-Help Program Application Schedule:

Application Period	January 1 st – October 1 st
Selection Period	October 1 st – November 30 th
Grant Award	December 5 th

To be eligible for funding your project must meet the following criteria:

1. The project should help improve basic economic or social conditions at the local community or village level, and have long-lived value.
2. The project should be high-impact, benefiting the greatest number of people possible. Projects which directly benefit only a very limited number of people are discouraged.
3. Substantial community participation in the activity is required. Contributions may include labor, materials (bricks, sand, gravel, seeds, etc.), land, buildings, or money to ensure the success of the project.
4. Funding is limited to one project, which must be completed within twelve (12) months or less.
5. Projects must be within the community's ability to maintain and operate. Requests for large-scale agriculture or construction projects or for expensive equipment will not be priority projects.
6. Managers of a project should have evidence that they are financially responsible and will be able to account for funds sent to them. Having a bank account, or establishing credit with vendors, are examples of such evidence.
7. The requested amount for implementing activities cannot exceed 4,500,000 CFA. Project budgets generally range from 225,000CFA to 4,500,000CFA.

Certain projects, or portions of projects, do not qualify for this fund:

1. Requests to buy sophisticated equipment such as vehicles, computers, copiers, film projectors, stereos.
2. Proposals that have a purely religious, police, military, or cultural emphasis.
3. Private, commercial enterprises.
4. Payment for pesticides, herbicides, labor, salaries, operating costs, printing material, fuel, land, or training.
5. Purchase of consumables or non-durable goods such as books, medications, animal feed, or seeds.
6. Renovation projects.
7. Projects that are partially funded by another donor or from the Government of CAR.



SELF-HELP GUIDELINES CONTINUED

Sample Projects Include:

1. Water Supply and Sanitation:
 - a. *Safe Water Access* - Increase access to water (e.g., well drilling and spring capping); and expansion of water supply infrastructure, such as pumps and distribution systems.
 - b. *Basic Sanitation* - Increase access to and use of sanitation services for safe human waste disposal to protect human health and environmental quality.
2. Social Services:
 - a. Assist vulnerable and at-risk populations. These groups include: the disabled; orphans, children and at-risk youth; victims of gender-based violence; ethnic minorities, internally displaced or other socially excluded groups; the elderly; and female heads of household.
 - b. Projects for vulnerable groups could include, but are not limited to: classrooms construction, school equipment, health centers, storehouses, income-generating activities, local infrastructures, and assistance for education.
3. Social Assistance:
 - a. Provide financial or technical support for road construction and maintenance, irrigation works, reforestation, and soil conservation.

To apply for the Self-Help Program:

1. Complete the Self-Help Application and Attach:
 - a. A Comprehensive Budget
 - b. Detailed Building Plan with Dimensions (if necessary)
 - c. Copies of a Bank Statement and/or Invoices (if available)
 - d. Map of the Project Location
 - e. Any additional information/literature you have about your organization and/or project.
2. Submit the complete application package to the U.S. Self-Help Coordinator by October 1st.
3. Project selections will be announced on December 5th.

For more information on the U.S. Embassy Self-Help Program please contact the Self-Help Coordinator:

Jean-Baptiste BOBY
Program Coordinator
BobyJB@state.gov
O: (236) 21 61 02 00 ext. 3297



Embassy of the United States of America
Bangui, Central African Republic

The U. S. Ambassador's Special Self-Help Program APPLICATION

Available Free of Charge
Application Due by October 1st of each Funding Year

1. Project Title: _____

2. Supervising Organization Name: _____

Address: _____

Telephone Number: _____ Date Founded: _____

3. Organization Description: _____

4. Name of the Person to be Responsible for the Project: _____

Address: _____

Telephone: _____ Fax: _____

E-mail: _____

5. Project Description: _____

6. Project Location: _____

7. What is the direct impact on the organization and/or population? _____

8. What has already been done? (Examples: foundation laid, walls raised, funds raised, ect.) _____

9. Project Begin Date: _____ Length of Project: _____

Note - All projects must be completed within one year.

10. Beneficiaries: Who will *immediately and directly benefit* from your project? How many people?
Men _____ Women _____ Children (age 0-18) _____ Total _____

11. Financial Statement:

a) Amount Requested from Embassy	_____	CFA
b) Community Contribution	_____	CFA
c) Other Sources	_____	CFA
d) Total Budget	_____	CFA

Please attach a detailed budget including a list of materials, quantities needed, and prices.

12. A community contribution of at least 30% of the project cost is required. What contribution will the community make to this project?

a) Labor: Yes _____ No _____ If yes, how many people? _____

What kind of work? _____

b) Equipment: Yes _____ No _____

Describe: _____

c) Materials: Yes _____ No _____

Describe: _____

d) Money: Will the community raise money toward this project and, if yes, how much?

13. Project Maintenance: Describe how you will maintain the project once it has been completed.

14. Please Attach to this Application:

- a. A Comprehensive Budget
- b. Detailed Building Plan with Dimensions (if necessary)
- c. Copies of a Bank Statement and/or Invoices (if available)
- d. Map of the Project Location
- e. Any additional information/literature you have about your organization and/or project.

I certify that the information herein mentioned is true and accurate.

Your name (print): _____

Signature: _____

Tele: _____ Date: _____